

Portfolio Management Quick Start Guide

Portfolio Management refers to the process of allocating, tracking, and reporting and managing all of the grant funds that PCCD receives and administers. Functions within Portfolio Management include tracking the awards and expenditures by funding stream, managing split funding streams, monitoring funding lapse dates, distributing the appropriate funds to projects and transferring funds from one project to another.

FISCAL MAINTENANCE

Adding a New Funding Stream or Funding Stream Category

Click on the “Portfolio Management” tab in Egrants.



You will be transferred to the “Fiscal Report Listing” screen. Click on the “Fiscal Maintenance” hyperlink.

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System will time out at: 08:15:38 AM. Remaining time: 19:48

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FISCAL REPORT LISTING

Report Name	Description
H-1 Financial Status Report	Quarterly Expenditure information by Federal Grant.
R-1 Financial Status Report	Category breakdown of funding allocations by fund type and year.
Application Control Run	Status of funds available to award by fund type and year.
Grant Run (County Run)	Listing of approved sub-grants (by County, Fund Type & State Senate/House Districts).
Commission Meeting / Project Summary	Create the Commission Meeting Summary and/or the Project Summary Reports for selected sub-grants.

You will be transferred to the “Maintenance Options” screen. Click on “Funding Stream Maintenance”.

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MAINTENANCE OPTIONS

[Funding Stream Maintenance](#)

[Funding Award Maintenance](#)


You will be transferred to the “[Funding Stream Maintenance Listing](#)” where a grid displaying all of the “[Funding Streams](#)” currently available appears. To view detail on established funding streams, click on the hyperlink of the desired funding stream. To add a new funding stream, click on the “[Add New Funding Stream](#)” button. You will be transferred to the “[Funding Stream Details](#)” screen shown on the next page.



System will time out at: 08:24:45 AM.
 Remaining time: 19:56

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FUNDING STREAM MAINTENANCE LISTING

FundStream Name	Short Name	Type
Community Policing Professional Program	CPPP	Federal
COPS Methamphetamine Initiative Grants	COPS-MIG	Federal
EUDL Underage Drinking	EUDL	Federal
Forensic Science Improvement Program	FSIP	Federal
ISAS Grant	ISAS	Federal
JABG Block Grant	JABG	Federal
JAG	JAG	Federal
JP Title V Incentive	Title V	Federal
National Criminal History Improvement Program	NCHIP	Federal
Project Safe Neighborhood Anti-Gang Indy-Marion County	PSN-AG IM	Federal
Project Safe Neighborhood Anti-Gang North	PSN-AG N	Federal
Project Safe Neighborhood Anti-Gang South	PSN-AG S	Federal
Project Safe Neighborhood North	PSN-N	Federal
Project Safe Neighborhood South	PSN-S	Federal
Recovery Act Byrne JAG	ARRA-JAG	Federal
Residential Substance Abuse Treatment of State Prisoners Program	RSAT-SP	Federal
Safe Haven	SH	State
Safe Schools	SSCA	Federal
STOP	STOP	Federal
TITLE II FORMULA GRANT	Title II	Federal
Traffic Safety - Demo	TS - Demo	Federal
Victims Of Crime Act	VOCA	Federal
Victims of Crime Act - Initial	VOCA Init	Federal
VOCA Victims Assistance	VOCA-VA	Federal
VOCA Victims Compensation	VOCA-VC	Federal

Enter the required information for a new “Funding Stream.” Click on “Save” when you are finished. To add a new funding stream category, click on the “Add New Category” button in the middle of the page.

System will time out at: 05:25:04 AM
Remaining time: 19:56

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FUNDING STREAM DETAILS

Funding Type: ☒ Federal ☐ State

Fund #: *

Funding Stream Name: *

Program Abbreviation: *

Fiscal Abbreviation: *

CFDA #: *

Funding Agency (if applicable): *

Last Update By:

Last Update Date:

Status: *

Funding Stream Categories

[Add New Category](#)

No records found!

Category	Description	Status
No records found!		

[Save](#) [Delete](#) [Cancel](#)

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System will time out at: 05:25:07 AM
Remaining time: 19:53

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FUNDING STREAM DETAILS

Funding Type: ☒ Federal ☐ State

Fund #: *

Funding Stream Name: *

Program Abbreviation: *

Fiscal Abbreviation: *

CFDA #: *

Funding Agency (if applicable): *

Last Update By:

Last Update Date:

Status: *

Funding Stream Categories

[Add New Category](#)

Category	Description	Status
Update Cancel	<input type="text"/>	Active

[Save](#) [Delete](#) [Cancel](#)

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Enter “Category,”
“Description,” and “Status”
in the appropriate blocks.

Click on the “Update”
button on the line you are
working on. Remember to
“Save” your work.

Adding Funding Award Categories and Attachments

Click on the “Portfolio Management” Tab. You will be transferred to the “Fiscal Report Listing” page. Click on “Fiscal Maintenance” hyperlink. You will be transferred to the “Maintenance Options” screen. Click on the “Funding Award Maintenance” hyperlink. Select from the dropdown list the “Funding Stream” that you want to add the “Categories and/or Attachments” to.

System will time out at: 05:40:29 AM. Remaining time: 19:46

Back Button will not take you back pages, instead use the application menus and controls.

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FUNDING AWARD MAINTENANCE LISTING

Add New Funding Award

Funding Stream: * Community Policing Professional Program

No records found!

Funding Year	Funding Stream	Amount Awarded	Start Date
--------------	----------------	----------------	------------

Cancel

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The page will refresh and the “Funding Years” for the “Funding Stream” will be displayed. Click on the “Funding Year” you wish to work on.

System will time out at: 05:43:12 AM. Remaining time: 18:13

Back Button will not take you back pages, instead use the application menus and controls.

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FUNDING AWARD MAINTENANCE LISTING


Add New Funding Award

Funding Stream: * Safe Haven

Funding Year	Funding Stream	Amount Awarded	Start Date
2011	Safe Haven	\$10,000.00	9/26/2011


Cancel

You will be transferred to the “Funding Award Details” screen. Scroll to the bottom of the screen. Click the “Add New Category” button.



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System will time out at: 08:47:31 AM.
Remaining time: 18:25

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Funding Stream: Safe Haven

Funding Type: State

FUNDING AWARD DETAILS

Funding Year:

Status:

Account Code

Fund:

Cost Center:

G/L Account:

Internal Order #:

Line Item:

Plan Adjustment Percent:

Minimum Match Requirement:

Type of Match:

Match Formula:

Maximum Admin Percent:

Minimum Pass Thru Percent:

Statutory Authority:

Draw Down Restrictions:

Last Update By: Sir Barry Reber
Last Update Date: 9/26/2011 3:57:13 PM

Federal Award Number:

Amount Requested:

Award/Appropriation Amount:

Interest:

Interest Period (as of):

Total Award & Interest:

Date Requested:

Start Date:

Lapse Date:

Past Lapse Days:

Closing Date:

Funding Award Categories

Award Category	Allocation Amount	Stream Category
05	\$10,000.00	01
Total Allocated:	10,000	

Award Documents

Attachment	Description	Action
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You will be transferred to the “Category Details” screen. Enter the required fields. Click on “Save.”

System will time out at: 08:52:29 AM.
Remaining time: 19:40

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Funding Stream: Safe Haven Funding Year: 2011 Funding Type: State

CATEGORY DETAILS

Funding Year Category Number: *

Amount Allocated: * 0

Description: *

Last Updated By:


Last Updated On:

Funding Stream Category Number: *

Save Delete Cancel


Note: The amount displayed in the “Amount Allocated” column field can be changed. When you select the “Funding Stream Category Number” the screen will refresh and a definition of the “Funding Stream” will be display below the dropdown box.

You will be transferred to the “Funding Award Details” screen. Click the “Add Attachment” button.



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System will time out at: 08:54:55 AM
Remaining time: 14:54

Back Button will not take you back pages, instead use the application menus and controls.

? Logoff

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Funding Stream: Safe Haven
Funding Type: State

FUNDING AWARD DETAILS

Funding Year: *

Status: *

Account Code

Fund:

Cost Center:

GL Account:

Internal Order #:

Line Item:

Plan Adjustment Percent:

Minimum Match Requirement:

Type of Match:

Match Formula:

Maximum Admin Percent:

Minimum Pass Thru Percent:

Statutory Authority:

Payment is for formula grant per contract.

Draw Down Restrictions:

Last Update By: Sir Barry Reber
Last Update Date: 9/26/2011 3:57:13 PM

Federal Award Number:

Amount Requested: *

Award/Appropriation Amount:

Interest:

Interest Period (as of):

Total Award & Interest:

Date Requested: *

Start Date:

Lapse Date:

Past Lapse Days:

Closing Date:

Funding Award Categories

Award Category	Allocation Amount	Stream Category
05	\$10,000.00	01
Total Allocated:	10,000	

Award Documents

Attachment	Description	Action

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You will be transferred to the “Attachment Details” screen.

System will time out at: 09:02:43 AM.
Remaining time: 19:40

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Funding Stream: Safe Haven Funding Year: 2011 Funding Type: State

ATTACHMENT DETAILS

Attachment Name: * [Browse...](#)

Description: *

Last Updated By:
Last Updated On:

[Save](#) [Cancel](#)

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Type the “Attachment Name” in the text box and a description in the “Description” box.

If you do not know the name of the attachment click on the “Browse” button and the dialog box that opens will allow you to look for the file. Once found, click on the “Open” button. The file will not open but the path to the file will be displayed in the “Attachment Name” box. Click on the “Save” button.

FISCAL TRACKING

Running an R-1 Financial Status Report

Click on the “[Portfolio Management](#)” Tab. You will be transferred to the “[Fiscal Report Listing](#)” page. Click on the “[R-1 Financial Status Report](#)” hyperlink in the “Report Name” column. You will be transferred to the “[R-1 Report Criteria](#)” screen.


The screenshot shows the Egrants system interface. At the top, there is a header with the Egrants logo, a gavel icon, and the text "Indiana Criminal Justice Institute IGI". A system timeout message in the top right corner states: "System will time out at: 09:14:37 AM. Remaining time: 19:53". Below the header, a navigation bar contains links: User Management, Funding Announcement, Project Management, Portfolio Management (highlighted), Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. Below this, a secondary navigation bar includes links: Fiscal Maintenance, Fiscal Tracking (highlighted), Program Allocation, and Program Maintenance. The main content area is titled "FISCAL REPORT LISTING" and contains a table with two columns: Report Name and Description.

Report Name	Description
H-1 Financial Status Report	Quarterly Expenditure information by Federal Grant.
R-1 Financial Status Report	Category breakdown of funding allocations by fund type and year.
Application Control Run	Status of funds available to award by fund type and year.
Grant Run (County Run)	Listing of approved sub-grants (by County, Fund Type & State Senate/House Districts).
Commission Meeting / Project Summary	Create the Commission Meeting Summary and/or the Project Summary Reports for selected sub-grants.

Select the “[Funding Stream](#)” using the dropdown list. The screen will refresh and all valid “Fund Years” will be available for selection in the “[Fund Year](#)” drop down. Select the appropriate “Fund Year.” Click the “[View Report as PDF](#)” or “[View Report as Excel](#)” button. A new window will open and a report will be displayed.

The screenshot shows the Egrants system interface for the "R-1 REPORT CRITERIA" page. The header and navigation bars are identical to the previous screenshot. The main content area is titled "R-1 REPORT CRITERIA" and contains a section labeled "FILTER CRITERIA:". Below this, there are two dropdown menus: "Funding Stream:" with "AJ" selected, and "Fund Year:" with a downward arrow. At the bottom of the form, there are three buttons: "View Report as PDF", "View Report as Excel", and "Cancel". A system timeout message in the top right corner states: "System will time out at: 09:17:23 AM. Remaining time: 19:49".

To print the report, right click on the report and select “Print”. You now have two windows open. Close the report when you are finished by clicking on the “x” in the upper right corner.

		Indiana Criminal Justice Institute R-1 Financial Status Report					
Fund Year: 2011		Fund Type: SH-2012		Award Amount: 10,000.00			
<u>Category</u>	<u>Plan Allocation</u>	<u>Plan Adjustment</u>	<u>% of Adj.</u>	<u>Plan Minimum</u>	<u>Plan Maximum</u>	<u># of Awards</u>	<u>Federal Money Awarded</u>
05	10,000.00	10,000.00	100	0.00	20,000.00	0	0.00
Plan Total:		10,000.00			Award Totals:	0	0.00

Running a Grant Run (County Run) Report

Click on the “Portfolio Management” Tab. You will be transferred to the “Fiscal Report Listing” screen. Click on the “Grant Run (County Run)” hyperlink in the “Report Name” Column. You will be transferred to the “Grant Run Criteria” screen. Click on the “Add Sub-grant” button.




System will time out at: 09:29:39 AM.
Remaining time: 19:57

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GRANT RUN CRITERIA

Select	Grant Id	Fund Stream	Year	Applicant	Award Date	County
--------	----------	-------------	------	-----------	------------	--------

You will be transferred to the “Grant Run Report Select Sub-grant” screen. Enter criteria into the fields and then click on the “Search” button.

System will time out at: 09:30:31 AM
Remaining time: 18:56

Back Button will not take you back pages, instead use the application menus and controls.

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GRANT RUN REPORT SELECT SUB-GRANT

Award Date Range Start: Award Date Range End:

Applicant: County:

State House District:

State Senate District:

Funding Stream:

Keywords:

Select	Grant Id	Fund Stream	Year	Applicant	Award Date	County
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Records that match your search criteria will be displayed.



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System will time out at: 09:33:23 AM
Remaining time: 19:16

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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GRANT RUN REPORT SELECT SUB-GRANT

Award Date Range Start: 01/01/2009Award Date Range End: 12/31/2011

Applicant: County: [All]

State House District: [All]

State Senate District: [All]

Funding Stream: [All]Search

Keywords: Accountability
Advocacy
Aftercare
Alternatives to Detention

Add Selected Sub-grantsCancel

Select All

Select	Grant Id	Fund Stream	Year	Applicant	Award Date	County
<input type="checkbox"/>	1001	VOCA	2011	YWCA of Greater Indianapolis	09/19/2011	Marion
<input type="checkbox"/>	1002	TS - Demo	2011	YWCA of Greater Indianapolis	09/29/2011	Marion
<input type="checkbox"/>	1003	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input type="checkbox"/>	1004	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input type="checkbox"/>	1005	VOCA	2011	YWCA of Greater Indianapolis	09/29/2011	Marion
<input type="checkbox"/>	1006	VOCA	2011	YWCA of Greater Indianapolis	09/27/2011	Marion

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Select the grants of interest by clicking on the select checkboxes in the left column. You may select one or more. Choose the “Select All” button if you want to select all grants. Once you are finished selecting, click on “Add Selected Sub-grants.”



Indiana Criminal Justice Institute


System will time out at: 09:33:23 AM.
 Remaining time: 17:44

Back Button will not take you back pages, instead use the application menus and controls.

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GRANT RUN REPORT SELECT SUB-GRANT

Award Date Range Start: Award Date Range End:
 Applicant: County:
 State House District:
 State Senate District:
 Funding Stream: Search
 Keywords:

Accountability
 Advocacy
 Aftercare
 Alternatives to Detention

Add Selected Sub-grants
Cancel

Select All

Select	Grant Id	Fund Stream	Year	Applicant	Award Date	County
<input type="checkbox"/>	1001	VOCA	2011	YWCA of Greater Indianapolis	09/19/2011	Marion
<input type="checkbox"/>	1002	TS - Demo	2011	YWCA of Greater Indianapolis	09/29/2011	Marion
<input checked="" type="checkbox"/>	1003	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input checked="" type="checkbox"/>	1004	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input checked="" type="checkbox"/>	1005	VOCA	2011	YWCA of Greater Indianapolis	09/29/2011	Marion
<input type="checkbox"/>	1006	VOCA	2011	YWCA of Greater Indianapolis	09/27/2011	Marion

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You will be transferred back to the “Grants Run Criteria” screen and only the grants you selected will be displayed. Click on the “View Report” button.

System will time out at: 09:43:38 AM.
Remaining time: 19:37

Back Button will not take you back pages, instead use the application menus and controls.

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GRANT RUN CRITERIA

[Add Sub-grant](#) [Remove Selected Rows](#)

[Select All](#)

Select	Grant Id	Fund Stream	Year	Applicant	Award Date	County
<input checked="" type="checkbox"/>	1003	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input checked="" type="checkbox"/>	1004	VOCA	2011	YWCA of Greater Indianapolis	09/28/2011	Marion
<input checked="" type="checkbox"/>	1005	VOCA	2011	YWCA of Greater Indianapolis	09/29/2011	Marion

[View Report](#) [Cancel](#)

You will be transferred to a displayed report. To print, right click on the report and select “Print”. When finished, click on the “x” to close the report. You will return to the “Grant Run Criteria” screen.

Indiana Criminal Justice Institute
Grant Run Report

Marion County Details:

Fund Type	Applicant	Federal	State	Total	Award Date	Sub-Grant	Project Start	Project End
VF	YWCA of Greater Indianapolis State Districts	40,000.00	0.00	40,000.00	09/28/2011	1003	01/01/2012	12/31/2012
					Project Contact: MR SAM SMITH Short Title: CHURCH AFTERCARE PROGRAM 110 Market Street, Indianapolis, IN 46204-6622 Tel 317-555-1212 Brief Desc: THIS PROGRAM WILL PROVIDE SUBSTANCE ABUSE TREATMENT TO NON-V			
VF	YWCA of Greater Indianapolis State Districts	6,100.00	0.00	6,100.00	09/28/2011	1004	11/01/2011	10/31/2012
					Project Contact: MISS ANN HELPER Short Title: BULLYING PREVENTION 110 Market Street, Indianapolis, IN 46204-5562 Tel 317-555-1212 Brief Desc: PROVIDE BULLYING PREVENTION EDUCATION THROUGH THE OLWEUS SYS			
VF	YWCA of Greater Indianapolis State Districts Senate 001	0.00	0.00	0.00	09/29/2011	1005	09/28/2011	12/31/2012
					Project Contact: MS. JUDY JONES Short Title: RE-ENTRY 110 Market Street, Indianapolis, IN 46204-3362 Tel 317-555-1212 Brief Desc: RE-ENTRY PROGRAM			
Type VF Totals:		46,100.00	0.00	46,100.00				
County Totals:		46,100.00	0.00	46,100.00				
Report Totals:		46,100.00	0.00	46,100.00				

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Run at: 11/23/2011 9:27:06 AM

Commission Meeting / Project Summary

Click on “Portfolio Management” tab. You will be transferred to the “Fiscal Report Listing” screen. Click on the “Commission Meeting Summary” hyperlink in the “Report Name” column.

System will time out at: 09:50:42 AM.
Remaining time: 19:38

Back Button will not take you back pages, instead use the application menus and controls.

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FISCAL REPORT LISTING

Report Name	Description
H-1 Financial Status Report	Quarterly Expenditure Information by Federal Grant.
R-1 Financial Status Report	Category breakdown of funding allocations by fund type and year.
Application Control Run	Status of funds available to award by fund type and year.
Grant Run (County Run)	Listing of approved sub-grants (by County, Fund Type & State Senate/House Districts).
Commission Meeting / Project Summary	Create the Commission Meeting Summary and/or the Project Summary Reports for selected sub-grants.

You will be transferred to the “Commission Meeting/Project Summary Reports” screen. Click on the “Add SubGrants” button.

System will time out at: 09:51:55 AM.
Remaining time: 19:53

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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COMMISSION MEETING / PROJECT SUMMARY REPORTS

[Add SubGrant\(s\)](#) [Remove Selected Rows](#)

You may either select an existing saved search result to view or edit, delete an existing saved search result or choose to create and save a new list of grants.

Select an existing saved result: [Load](#) [Delete](#) [Save](#)

[Select All](#)

Select	Sequence	Grant ID	Applicant Agency	Title	Commission Mtg Date	County
--------	----------	----------	------------------	-------	---------------------	--------

Please select a report to view: *

☐ Commission Meeting Summary¹

☐ Project Summary and Analysis

☐ Project Summary Chart Report

¹ NOTE: Clicking the View Commission Mtg Summary Rpt button will only show those documents whose status is 'Open - Received', 'Open - Under Review', 'Open - Questions', 'Open - Returned' or 'Open - Ready for Commission.'

[Cancel](#)

You will be transferred to the “Commission Meeting Summary Select Sub-grant” screen. Select the “Commission Meeting Month” using the dropdown list. The month you select will show in the dropdown box. Select the “Commission Meeting Year” from the dropdown. Click on the “Search” button. Select the grants of interest by clicking on the select checkboxes in the left column. You may select one or more. Choose the “Select All” button if you want to select all grants. Click on the “Add Selected Subgrants” button.

System will time out at: 10:10:10 AM.
Remaining time: 19:52

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | **Portfolio Management** | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Fiscal Maintenance | Fiscal Tracking | Program Allocation | Program Maintenance

COMMISSION MEETING / PROJECT SUMMARY SELECT SUB-GRANT

Grant ID: %
Applicant Agency:
Recipient / Allocation Agency:
County: [All]
Fund Announcement: [All]

Commission Meeting Month: [All]
Commission Meeting Year: [All]
Status: [All]
Fund Awards: [All]

Search


Add Selected Sub-grants **Cancel**

Select All


Select	Grant ID	Applicant Agency	Title	Commission Mtg Date	County
<input type="checkbox"/>	1001	YWCA of Greater Indianapolis	VOCA Sandbox Application	09/29/2011	Marion
<input type="checkbox"/>	1002	YWCA of Greater Indianapolis	RDP	09/29/2011	Marion
<input type="checkbox"/>	1003	YWCA of Greater Indianapolis	Church Aftercare Program	09/28/2011	Marion
<input type="checkbox"/>	1004	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011	Marion
<input type="checkbox"/>	1005	YWCA of Greater Indianapolis	Re-entry	09/29/2011	Marion
<input type="checkbox"/>	1006	YWCA of Greater Indianapolis	Advocates for Child Victims	09/27/2011	Marion
<input type="checkbox"/>	1007	YWCA of Greater Indianapolis	Test...		Marion
<input type="checkbox"/>	1008	YWCA of Greater Indianapolis	Victim Services for Immigrants		Marion
<input type="checkbox"/>	1009	YWCA of Greater Indianapolis	Rugburns and barked shins		Marion
<input type="checkbox"/>	1010	YWCA of Greater Indianapolis	Grace House		Marion
<input type="checkbox"/>	1011	YWCA of Greater Indianapolis	Grant Test		Marion
<input type="checkbox"/>	1012	YWCA of Greater Indianapolis			Marion
<input type="checkbox"/>	1013	YWCA of Greater Indianapolis	test		Marion
<input type="checkbox"/>	1015	YWCA of Greater Indianapolis	Test		Marion
<input type="checkbox"/>	1016	YWCA of Greater Indianapolis	Test		Marion

Note: When doing the “Search” you can alternatively search by Grant ID, Applicant, Recipient, County or Status.

You will be transferred to the “Commission Meeting/Project Summary Reports” screen. You can select Grant ID records to remove by selecting the desired record(s) and clicking on the Remove Selected Rows button. Also, you can indicate the order of how the Grant ID will be reported by assigning Grant ID record a sequence number. On the bottom of the screen, you will need to select a report to view (Commission Meeting Summary Report”, “Project Summary and Analysis” and “Project Summary Chart Report”. Once selected, a “View Report as PDF” button will appear. Click on the button and the selected report will be displayed. To print, right click on report and select “Print”. When finished, click on the “x” to close the report.




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System will time out at: 10:13:03 AM.
 Remaining time: 15:42

Back Button will not take you back pages, instead use the application menus and controls.

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[Fiscal Maintenance](#) |
 [Fiscal Tracking](#) |
 [Program Allocation](#) |
 [Program Maintenance](#)

COMMISSION MEETING / PROJECT SUMMARY REPORTS

You may either select an existing saved search result to view or edit, delete an existing saved search result or choose to create and save a new list of grants.

Select an existing saved result: ▼


Select	Sequence ↕	Grant ID	Applicant Agency	Title	Commission Mtg Date	County
<input type="checkbox"/>	1	1001	YWCA of Greater Indianapolis	VOCA Sandbox Application	09/29/2011	Marion
<input type="checkbox"/>	2	1002	YWCA of Greater Indianapolis	RDP	09/29/2011	Marion
<input type="checkbox"/>	3	1003	YWCA of Greater Indianapolis	Church Aftercare Program	09/28/2011	Marion
<input type="checkbox"/>	4	1004	YWCA of Greater Indianapolis	Bullying Prevention	09/28/2011	Marion
<input type="checkbox"/>	5	1006	YWCA of Greater Indianapolis	Advocates for Child Victims	09/27/2011	Marion
<input type="checkbox"/>	6	1008	YWCA of Greater Indianapolis	Victim Services for Immigrants		Marion
<input type="checkbox"/>	7	1009	YWCA of Greater Indianapolis	Rugburns and barked shins		Marion
<input type="checkbox"/>	8	1010	YWCA of Greater Indianapolis	Grace House		Marion

Please select a report to view: *
☐ Commission Meeting Summary¹
☐ Project Summary and Analysis
☐ Project Summary Chart Report

¹ NOTE: Clicking the View Commission Mtg Summary Rpt button will only show those documents whose status is 'Open - Received', 'Open - Under Review', 'Open - Questions', 'Open - Returned' or 'Open - Ready for Commission'.

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Project Summary and Analysis - Example

	<u>ACTION ITEM</u> <u>Meeting Date:</u>
INDIANA CRIMINAL JUSTICE INSTITUTE <u>Victims Of Crime Act - Victims Services - Victims of Crime Act</u> <u>Project Summary And Analysis</u>	
<u>Subgrant No.</u> 1008	
<u>Project Title:</u> Victim Services for Immigrants <u>Applicant:</u> YWCA of Greater Indianapolis <u>Recipients:</u> YWCA of Greater Indianapolis <u>Project Duration:</u> 12 months beginning July 1, 2011	
<u>Project Cost:</u>	
Federal	\$ 13,200.00 100%
State	\$ 0.00 0%
Project Income	\$ 0.00 0%
Interest	\$ 0.00 0%
State Match	\$ 0.00 0%
Cash Match (New Approp.)	\$ 0.00 0%
In-Kind Match	\$ 0.00 0%
Project Income Match	\$ 0.00 0%
Total: \$	13,200.00 100%
<u>Total Budget by Category:</u>	
Personnel	\$ 13,000.00
Employee Benefits	\$ 0.00
Travel (Including Training)	\$ 0.00
Equipment	\$ 0.00
Supplies & Operating Expenses	\$ 200.00
Consultants	\$ 0.00
Construction	\$ 0.00
Other	\$ 0.00
Total: \$	13,200.00
<u>Project Summary:</u> Advocacy for immigrant victims in Allen County.	
<u>Staff Analysis and Recommendation:</u>	

PROGRAM ALLOCATION

Click on the “[Portfolio Management](#)” tab. You will be transferred to the “[Fiscal Report Listing](#)” screen. Click on the “[Program Allocation](#)” hyperlink. You will be transferred to the “[Plan Year](#)” screen. A list of “[Plan Years](#)” already in existence will display. Click on the “[Plan Year](#)” you wish to review.



You will be transferred to the “[Program Areas](#)” listing page. These are all valid “[Program Areas](#)” for this “[Plan Year](#).” Click on the “[Program Area](#)” you wish to work with.



You will be transferred to the “Funding Areas” screen. Click on the “Funding Area” you wish to review or the “View History” hyperlink for the funding area you wish to review.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | **Portfolio Management** | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Fiscal Maintenance | Fiscal Tracking | Program Allocation | Program Maintenance

Plan Year: 2011 Program Area: Victims Services

FUNDING AREAS

Funding Area	Amount Allocated	Funds Awarded	Balance	Current Funding Requested	Anticipated Amount Not Used	History
Victims of Crime Act	\$2,000,000.00	\$91,300.00	\$1,908,700.00	\$13,254.00	\$1,895,446.00	View History
Victims of Crime Act - Initial	\$1,000,000.00	\$0.00	\$1,000,000.00	\$0.00	\$1,000,000.00	View History
Totals:	\$3,000,000.00	\$91,300.00	\$2,908,700.00	\$13,254.00	\$2,895,446.00	

Cancel

Clicking on the “Funding Area” hyperlink will transfer you to the Project Listing screen shown below. Click on any of the “Grant ID” if you wish to review.

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | **Portfolio Management** | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Fiscal Maintenance | Fiscal Tracking | Program Allocation | Program Maintenance


Plan Year: 2011 Program Area: Victims Services Funding Area: Victims of Crime Act

PROJECT LISTING


Grant ID	Application Title	Subgrantee	Funding Awarded	Funding Requested
1001	VOCA Sandbox Application	YWCA of Greater Indianapolis	\$14,000.00	\$0.00
1002	Church Aftercare Program	YWCA of Greater Indianapolis	\$40,000.00	\$0.00
1004	Bullying Prevention	YWCA of Greater Indianapolis	\$6,100.00	\$0.00
1005	Re-entry	YWCA of Greater Indianapolis	\$0.00	\$0.00
1006	Advocates for Child Victims	YWCA of Greater Indianapolis	\$31,200.00	\$0.00
1007	Test...	YWCA of Greater Indianapolis	\$0.00	\$50.00
1008	Victim Services for Immigrants	YWCA of Greater Indianapolis	\$0.00	\$13,200.00
1009	Rugburns and barked shins	YWCA of Greater Indianapolis	\$0.00	\$4.00
1011	Grant Test	YWCA of Greater Indianapolis	\$0.00	\$0.00
	Totals:		\$91,300.00	\$13,254.00

Cancel


You will be transferred to the “Application Main Summary” screen. You are now in Project Management area and have been transferred out of Portfolio Management in order to review the application that you selected.



Egrants




Indiana Criminal Justice Institute



System will time out at: 11:18:43 AM.
 Remaining time: 19:40

Back Button will not take you back pages, instead use the application menus and controls.



Logoff

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[Project](#)
[Monitoring](#)
[Fiscal Details](#)
[Audits](#)
[Contact Log](#)
[Search](#)
[Commission Updates](#)

[Summary](#)
[Budget Issues/Comments](#)
[Performance Indicators](#)
[Reporting Requirements](#)
[Documents](#)

Grant ID: 1006
Applicant Agency: YWCA of Greater Indianapolis

Project Title: Advocates for Child Victims
Original Award Amount: \$31,200.00

Status: Open - Awarded
Adjusted Award Amount: \$31,200.00

MAIN SUMMARY (CURRENT AWARD)

Fund Announcement: [2012/2013 VOCA \(2011\)](#)

SubGrant ID: 2011-VF-01

Applicant Agency: [YWCA of Greater Indianapolis](#)

FID #: 23-1370514

Recipient Agency: [YWCA of Greater Indianapolis](#)

Project Director: [Brother Al Church](#)

Financial Officer: [Miss Ann Heber](#)

Primary Contact: [Ms. Judy Jones](#)

View FA Assignment History

Change Project Director

Change Financial Officer

Change Primary Contact

[Additional Contacts \(0-Grantee, 0-ICJI\)](#)

Project Program Area: * Victims Services

Program Staff Contact: * Ms. Sarah Davis

Fiscal Contact: * Ms. Kim Snyder

Listing of Signatories

Add New Signatory

Name	Title

Monitoring: Fiscal: Ok To Pay
 Program: Ok To Pay

Start Date: 1/1/2012
End Date: 12/31/2012
Invitation Sent Date:
Invitation Date:
Commission Date: 9/27/2011
Award Date: 9/27/2011
Project Total Award Amount: \$31,200.00

Phase	Documents	Start - End Dates	Status
1006 :	<div style="border: 1px solid black; padding: 2px; display: inline-block;">Create New Modification</div> Application	1/1/2012 - 12/31/2012	Open - Awarded

Short Project Title: * Advocates for Child Victims

Brief Project Description: * Advocates to serve child victims of domestic and sexual violence.
(maximum 320 characters)

Keywords

Accountability

Add Keyword

Keyword	Action

Save

Cancel

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Clicking the “View History” hyperlink will transfer you to the “Funding Area History” screen shown below.




System will time out at: 11:04:32 AM.
 Remaining time: 19:46

Back Button will not take you back pages, instead use the application menus and controls.



[Logoff](#)

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[Fiscal Maintenance](#) [Fiscal Tracking](#) [Program Allocation](#) [Program Maintenance](#)

Program Area: Victims Services Funding Area: Victims of Crime Act

FUNDING AREA HISTORY

Year	Amount Allocated	Funds Awarded	Balance
2014	\$0.00	\$0.00	\$0.00
2013	\$0.00	\$0.00	\$0.00
2012	\$0.00	\$0.00	\$0.00
2011	\$2,000,000.00	\$91,300.00	\$1,908,700.00
2010	\$0.00	\$0.00	\$0.00
2009	\$0.00	\$0.00	\$0.00

PROGRAM MAINTENANCE


Click on the “[Portfolio Management](#)” tab. You will be transferred to the “[Fiscal Report Listing](#)” screen. Click on the “[Program Maintenance](#)” hyperlink. You will be transferred to the “[Plan Year](#)” screen. There will be a list of “[Plan Years](#)” that are already in existence. If the “[Plan Year](#)” you need is not listed, click on the “[Add New Plan Year](#)” button. The page will refresh and the new “[Plan Year](#)” will be added.


The screenshot displays the Egrants system interface. At the top, there is a header with the "Egrants" logo on the left and the "Indiana Criminal Justice Institute" logo on the right. A system message in the top right corner states: "System will time out at: 11:28:43 AM. Remaining time: 19:44". Below the header, a navigation bar contains the following links: [User Management](#), [Funding Announcement](#), [Project Management](#), [Portfolio Management](#) (highlighted), [Work Manager](#), [Audits](#), [Maintenance](#), [Contacts](#), [Reporting](#), and [External Menu](#). A "Logoff" button is located on the right side of the navigation bar. Below the navigation bar, the main content area is titled "PLAN YEAR" and features an "Add New Plan Year" button. A list of years is displayed below the button: 2014, 2013, 2012, 2011, 2010, and 2009. At the bottom of the page, a footer contains the text: "Please send technical comments and problems to [ICJI EGRANTS Support \(CAI UAT\)](#). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

Select the “Plan Year” you wish to work with. You will be transferred to the “Program Areas” screen. If the “Program Area” you need is not listed, click on “Add Program Area to the Plan” button.

The screenshot displays the Egrants system interface for the Indiana Criminal Justice Institute (ICJI). The header includes the Egrants logo, a gavel icon, and the ICJI logo. A system message in the top right corner states: "System will time out at: 11:30:53 AM. Remaining time: 13:46". Below the header, a navigation bar contains links for User Management, Funding Announcement, Project Management, Portfolio Management (highlighted), Work Manager, Audits, Maintenance, Contacts, Reporting, and External Menu. A secondary navigation bar lists Fiscal Maintenance, Fiscal Tracking, Program Allocation, and Program Maintenance. The main content area is titled "PROGRAM AREAS" and shows "Plan Year: 2011". On the left, a list of program areas includes Drug and Crime, Generic, Traffic Safety, Victims Services, and Youth Services. At the bottom center, there are two buttons: "Add Program Area to Plan" and "Cancel". The footer contains a technical support link and copyright information: "Please send technical comments and problems to ICJI EGRANTS Support (CAJ.UAT). ©2011 Indiana Criminal Justice Institute. All rights reserved. Unauthorized Access Prohibited."

You will be transferred to the “Funding Area Maintenance” screen. Enter a “Requested Amount” and an “Allocated Amount.” You can also add a new “Funding Area” by clicking on the “Add New Funding Area” button.



Indiana Criminal Justice Institute


System will time out at: 11:37:07 AM.
 Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

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[Fiscal Maintenance](#)
[Fiscal Tracking](#)
[Program Allocation](#)
[Program Maintenance](#)

Plan Year: 2011
Program Area: Victims Services

FUNDING AREA MAINTENANCE

Program Area: * Victims Services
 Requested Amount:
 Amount Allocated:
 Total Funding Area Approved Amount: \$3,000,000.00

Last Update By: Sir Barry Reber
 Last Update Date: 9/8/2011 8:47:31 AM

Funding Area	Funding Area Approved Amount	Funding Stream	Funding Stream Allocated Amount
Victims of Crime Act	\$2,000,000.00	Victims Of Crime Act	\$2,000,000.00
Victims of Crime Act - Initial	\$1,000,000.00	Victims of Crime Act - Initial	\$1,000,000.00

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You will be taken to the “Funding Area Detail” screen. Select the “Funding Area” from the dropdown list, enter the “Requested Amount” and “Approved Amount” and change the “Status” to “Active.” Click on “Add Funding Stream.” Select the appropriate funding stream from the dropdown. Enter the Amount allocated. Click the “Update” button. Click “Save” and you will be transferred back to the “Funding Maintenance” screen shown on the previous page. Click on “Save” again, and you will be transferred to the “Program Areas” screen, also shown on the previous page.

System will time out at: 11:40:08 AM.
Remaining time: 19:49

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | **Portfolio Management** | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Fiscal Maintenance | Fiscal Tracking | Program Allocation | **Program Maintenance**

Plan Year: 2011 Program Area: Victims Services

FUNDING AREAS DETAILS

Funding Area: * Victims of Crime Act

Requested Amount: *

Approved Amount: *

Status: *

Last Update By: Sir Barry Reber
Last Update Date: 9/8/2011 8:47:31 AM



Notes:

Action	Funding Stream	Amount Allocated
<input type="button" value="Select"/> <input type="button" value="Delete"/>	Victims Of Crime Act	\$2,000,000.00

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Transfer Allocation

Click on the “[Portfolio Management](#)” tab. You will be transferred to the “[Fiscal Report Listing](#)” screen. Click on the “[Program Maintenance](#)” hyperlink. You will be transferred to the “[Plan Year](#)” page. Select the “[Plan Year](#)” you wish to work with. You will be transferred to the “[Program Areas](#)” screen. Select the hyperlink of the “[Program Area](#)” that you want to work with. You will be transferred to the “[Funding Area Maintenance](#)” screen. Click on the “[Transfer Allocation](#)” button.



System will time out at: 11:43:24 AM
Remaining time: 19:50

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Fiscal Maintenance](#)[Fiscal Tracking](#)[Program Allocation](#)[Program Maintenance](#)

Plan Year: 2011

Program Area: Victims Services

FUNDING AREA MAINTENANCE

Program Area: * Victims Services

Requested Amount:

Amount Allocated:

Total Funding Area Approved Amount: \$3,000,000.00

Last Update By: Sir Barry Reber

Last Update Date: 9/8/2011 8:47:31 AM

Add New Funding Area

Transfer Allocations

Funding Area	Funding Area Approved Amount	Funding Stream	Funding Stream Allocated Amount
Victims of Crime Act	\$2,000,000.00	Victims Of Crime Act	\$2,000,000.00
Victims of Crime Act - Initial	\$1,000,000.00	Victims of Crime Act - Initial	\$1,000,000.00

Save

Delete

View History

Cancel

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You will be transferred to the “Funding Area Transfer” screen.

System will time out at: 11:44:47 AM.
Remaining time: 19:47

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Fiscal Maintenance](#) | [Fiscal Tracking](#) | [Program Allocation](#) | [Program Maintenance](#)

Plan Year: 2011 Program Area: Victims Services

FUNDING AREA TRANSFER

Funding Area	Funding Stream	Amount Allocated	Transfer Amount	Transfer to Funding Area
Victims of Crime Act	Victims Of Crime Act	\$2,000,000.00	0	<input type="text"/>
Victims of Crime Act - Initial	Victims of Crime Act - Initial	\$1,000,000.00	0	<input type="text"/>

The “Transfer Amount” and the “Transfer to Funding Area” columns are the only editable columns. Select the appropriate row and enter the amount you want to transfer out of this Funding Area. In the “Transfer to Funding Area,” which is a dropdown, select the “Funding Area” that you would like to transfer the funding to. Click on the “Save” button.

System will time out at: 01:39:35 PM.
Remaining time: 19:29

Back Button will not take you back pages, instead use the application menus and controls.

[User Management](#) | [Funding Announcement](#) | [Project Management](#) | [Portfolio Management](#) | [Work Manager](#) | [Audits](#) | [Maintenance](#) | [Contacts](#) | [Reporting](#) | [External Menu](#)

[Fiscal Maintenance](#) | [Fiscal Tracking](#) | [Program Allocation](#) | [Program Maintenance](#)

Plan Year: 2011 Program Area: Victims Services

FUNDING AREA TRANSFER

Funding Area	Funding Stream	Amount Allocated	Transfer Amount	Transfer to Funding Area
Victims of Crime Act	Victims Of Crime Act	\$2,000,000.00	100,000.00	Victims of Crime Act - Initial
Victims of Crime Act - Initial	Victims Of Crime Act	\$0.00	0	<input type="text"/>
Victims of Crime Act - Initial	Victims of Crime Act - Initial	\$1,000,000.00	0	<input type="text"/>

You will be transferred back to the “Funding Area Maintenance” screen.



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System will time out at: 01:40:55 PM.
Remaining time: 19:46

Back Button will not take you back pages, instead use the application menus and controls.

Logoff

User Management | Funding Announcement | Project Management | Portfolio Management | Work Manager | Audits | Maintenance | Contacts | Reporting | External Menu

Fiscal Maintenance | Fiscal Tracking | Program Allocation | Program Maintenance

Plan Year: 2011Program Area: Victims Services

FUNDING AREA MAINTENANCE

Program Area: * Victims Services

Requested Amount: 32,000,000.00

Amount Allocated: 32,000,000.00

Total Funding Area Approved Amount: \$3,000,000.00

Last Update By: Mr. David Gin
Last Update Date: 11/23/2011 1:15:32 PM

Add New Funding Area

Transfer Allocations

Funding Area	Funding Area Approved Amount	Funding Stream	Funding Stream Allocated Amount
Victims of Crime Act	\$2,000,000.00	Victims Of Crime Act	\$1,900,000.00
Victims of Crime Act - Initial	\$1,000,000.00	Victims Of Crime Act	\$100,000.00
Victims of Crime Act - Initial	\$1,000,000.00	Victims of Crime Act - Initial	\$1,000,000.00

Save

Delete

View History

Cancel